

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6175/6175

**POSITION VACANCY ANNOUNCEMENT 19-067a**

**Open Date: 11 June 2019 Close Date Open until filled**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: MATERIAL MANAGEMENT SUPERINTENDENT**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SMSgt/E8**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8**

**ORGANIZATION/LOCATION: 175TH LOGISTICS READINESS SQUADRON, MDANG, 2701 Eastern Boulevard, Middle River, MD 21220-2899**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO CURRENT ENLISTED (MSgt/E7 - SMSgt/E-8) MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE WHO ARE ELIGIBLE FOR MEMBERSHIP PENDING AGR RESOURCE AVAILABILITY.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. In accordance with AFI 36-2110, section 2.13.1, (ARC\* Only), Any member assigned to a Senior Master Sergeant (SMSgt) position must complete the USAF Senior Non-Commissioned Officer Academy (SNCOA) in-residence or by correspondence within 36 months of assignment. Failure to complete the Senior Non-Commissioned Officer Academy requirement will result in the member being removed from that position. (T-3) \*Air Reserve Component

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that cannot be resolved and forwards compiled data to higher echelons for study and resolution. Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local

identified problems. Maintains last two years of inspection, audit, staff assistance, surveillance and analysis reports. Reviews the effectiveness of the reject program. Provides management oversight of Document Control processes. Serves as the focal point for comparison of performance with prescribed directives. Reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Is a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Coordinates the preparation and submission of the initial and revised stock fund budget call with the GLSC. Analyzes financial transactions to detect errors and initiates corrective action. Coordinates with the GLSC funds manager for the approval of free issue, forced credit turn-ins, and adjusted stock level requests. Serves as the approval level authority for all inventory adjustments affecting the General Support Division stock fund. Coordinates with the GLSC/SMAG for all adjustments affecting the Material Support Division stock fund. Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program. Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers. Plans, develops, and conducts on-the-job training (OJT) as required.

#### AFSC

**AFSC: 2S091 Knowledge.** Knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment. Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to supported organizations' missions. Knowledge of requisitions, supporting documents, and reference material to ensure supply support for production, overhaul, repair, or other operations requiring special handling. Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items. Ability to prepare requests for cataloging action and to prepare documentation to effect additions, deletions, and changes to items authorized. **Experience.** The following experience is mandatory for award of the AFSC indicated: 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management. 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management. 2S071. Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions. 2S091. Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing stock control levels; receiving, storing, and issuing property. **Other.** The following are mandatory as indicated: See attachment 4 for entry requirements. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

#### SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

#### **SUBMIT APPLICATION IN ORDER LISTED BELOW**

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- ☐ All DD214s or NGB 22
- ☐ If Officer, **last (3) three OPRs**

☐ Completed Questionnaire **(below)**

**For Positions Advertised to “Current On-Board AGR Applicants Only”:**

☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

**Questionnaire:**

**Y/N**

- ☐ Are you currently a Maryland Air National Guard Member? \_\_\_\_\_
- ☐ Are you currently AGR? If so, what State? \_\_\_\_\_
- ☐ Are you currently a Technician? If so, what State? \_\_\_\_\_
- ☐ Are you currently deployed? If so, what location? \_\_\_\_\_
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_
- ☐ Are you currently in a “fenced” position? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

\_\_\_\_\_, \_\_\_\_\_

Forward application and attachments via **MAIL, EMAIL, OR WALK-IN**: Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory, Human Resource Office on the 3rd floor, Room 26

**SUBMIT ONE PDF DOCUMENT ENTITLED 19-067a MATERIAL MANAGEMENT SUPERINTENDENT TO:**

[ng.md.mdarnq.mbx.mdng-hro-agr@mail.mil](mailto:ng.md.mdarnq.mbx.mdng-hro-agr@mail.mil)

**MAIL**

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS. FORWARDING ADDRESS IS ON THE NEXT PAGE.

Forward application and attachments to:

**Human Resources Office  
ATTN: NGMD-HRO-AGR  
Fifth Regiment Armory  
29th Division Street  
Baltimore, MD 21201-2288**

***Applications must be received in the HRO not later than close of business on the closing date!  
Applications received after the closing date will not be considered.***

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER    MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES        NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER    IS    IS NOT    QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**  
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION